

City of New Orleans
Department of Parks and Parkways

Mitchell J. Landrieu
Mayor

Ann E. Macdonald
Director

Booking Request

Date Filed _____

Neutral Ground/Park Requested: _____

Date of Event: _____ Alternate Date: _____

Time of the event: from _____ am/pm to _____ am/pm
Set-up hours required: from _____ am/pm to _____ am/pm
Take down hours required: from _____ am/pm to _____ am/pm
Total hours required: _____

Anticipated Attendance: _____

Description of Event: (please provide as much detail as possible)

Is the event open to the public? _____ Will admittance fees be charged? _____

Will refreshments be served? _____ Will alcoholic beverages be sold? _____

Will refreshment be sold? _____

No cooking is allowed on grounds; only prepared foods may be served.

Please indicate if you will be using any of the following. The applicant must make separate arrangements for these items.

Portable Toilets	_____	Electrical hook-ups	_____	Parking	_____
Chairs	_____	Tables	_____	Booths	_____
Risers	_____	Tents	_____	Other	_____
Stages	_____	If yes to stages indicate number and sizes _____			

Should this request be approved 50 % of the usage fee is due within 30 days.

Contact Information

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Submit to:
Ann E. Macdonald, Director
Department of Parks and Parkways
2829 Gentilly Boulevard
New Orleans, LA 70122
504.658.3201 Phone 504.658.3227 FAX
ParksandParkways@nola.gov